

**Board of Sumter County Commissioners
Job Description**

JOB TITLE: Clerical Aide - Student

DEPARTMENT: Various

GENERAL DESCRIPTION:

Aids in office activities of the Department.

ESSENTIAL JOB FUNCTIONS:

1. Copies data and compiles records and reports.
2. Operates computer terminal to input and retrieve data.
3. Operates office machines such as fax, computer, typewriter, calculator, and copier.
4. Greets and assists visitors; answers telephone.
5. Reads incoming material, verifies accuracy, and sorts and codes according to file system.
6. Stores material in paper form, or enters information into computerized storage system.
7. Maintains computer database.
8. Retrieves materials for qualified personnel upon request.
9. Searches for and investigates information contained in files, inserts additional data on file records, completes reports, and keeps files current.
10. Disposes of obsolete files in accordance with established retention schedule or legal requirements.
11. Types labels or reports.
12. Implements changes to the filing system when directed to do so.
13. Regular attendance.

[These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.]

MINIMUM QUALIFICATIONS

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to read and comprehend simple instructions, short correspondence, and memos
- Ability to write simple correspondence
- Ability to effectively present information one-on-one and in small group situations to customers, clients, and other employees
- Ability to add, subtract, multiply, and divide when using money, weight measurement, volume, and distance
- Ability to communicate effectively both verbally and in writing

Clerical Aide - Student

- Ability to deal with problems involving a few concrete variables in standardized situations.

EDUCATION AND EXPERIENCE:

- No prior experience or training.
- Must be a student

[A comparable amount of training, education or experience may be substituted for the above minimum qualifications.]

LICENSES, CERTIFICATIONS, OR REGISTRATIONS:

- Valid Florida Driver's License and a driving record acceptable to insurance provider.

ESSENTIAL PHYSICAL SKILLS:

- Acceptable vision (with or without correction)
- Acceptable hearing (with or without correction)
- Ability to sit at a desk and view a display screen for extended periods of time
- Standing
- Walking
- Stooping
- Kneeling
- Crouching
- Lifting and/or moving up to 10 pounds and occasionally up to 25 pounds

ENVIRONMENTAL CONDITIONS:

- Moderate noise level

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

Rev. 10/07

FLSA Non-Exempt Status